

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **JAIL ADMINISTRATOR**

Jurisdictional Class: **Non-Competitive *Policy Influencing/Confidential**
Date Adopted: **6/1/98**
Date Revised:
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The Jail Administrator administers the Corrections Division of the Sheriff's Office under general direction of the sheriff. The incumbent is a sworn deputy to the sheriff who helps the sheriff and Under-Sheriff formulate department policies and procedures and does related work as required. The class is distinguished from that of Under-Sheriff by being subordinate, having duties limited to the Corrections Division, and lacking the legal succession authority of an Under-Sheriff; and from that of first sergeant by having more administrative responsibility and fewer operating responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Insures that subordinate supervisors implement department policies and follow applicable laws;
Assists with hiring staff and oversees training, discipline and evaluation;
Administers departmental equipment and maintains personnel files;
Assists in preparation of departmental budget and maintaining budget lines;
Administers contracts as assigned;
Investigates disciplinary matters;
Revises and updates facility policy and procedures as needed;
Prepares a variety of reports;
Handles public relations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of corrections laws and regulations, the correctional facility, inmate behavior, and security systems, equipment and procedures; good knowledge of the principles and practices of supervision, fiscal management, discipline and labor relations; ability to communicate well both verbally and in writing; good judgment.

MINIMUM QUALIFICATIONS:

- (A) Bachelor degree in criminal justice, police science or a related field; three (3) years of experience in law enforcement; **AND** two (2) years of supervisory experience, **OR**
- (B) Associate degree in criminal justice, police science or a related field; five (5) years of experience in law enforcement; **AND** two (2) years of supervisory experience, **OR**
- (C) High school diploma or equivalency; seven (7) years of experience in law enforcement; **AND** two (2) years of supervisory experience, **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (C) above.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

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